



2003 CARE Act Data Report (CADR) Training
Doubletree Rockville Hotel, Rockville, MD
October 30-31, 2003
Agenda

All sessions and activities will be held in Plaza Ballroom II and III unless otherwise noted.

Thursday, October 30, 2003

8:00 – 9:00 a.m.	Registration and Continental Breakfast	
9:00 – 9:15 a.m.	Welcome and Introductions Alice Kroliczak, Ph.D. Chief, Service Data Systems Branch HRSA – HIV/AIDS Bureau	
9:15 a.m. – noon (with break)	Understanding the CARE Act Data Report HAB Support Team	
	Setting the Stage	Roy A. Walker, M.B.A.
	Introduction to the CADR	Samantha Vondrak
	Key Issues With the CADR:	
	Cover Page and Section 1–2	Jennifer Sicignano
	Sections 3–8	Kirsten deFur
	Next Steps	Robert Taylor
12:00 – 1:00 p.m.	Lunch (in Executive Dining Room)	
1:00 – 1:15 p.m.	Making the CADR Work for You Gregory Fant, Ph.D. Health Statistician, Epidemiology and Data Analysis Branch HRSA – HIV/AIDS Bureau	
1:15 – 4:00 p.m. (with break)	Using the Web to Submit the CADR HAB Support Team	Edouard Benjamin, Jr. Douglas R. Margulies, M.B.A.
4:15 – 4:45 p.m.	Tips for Training Providers Roy A. Walker, M.B.A.	
4:45 – 5:00 p.m.	Thursday Closing Remarks	

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Friday, October 31, 2003

7:30 – 8:00 a.m. **Continental Breakfast**

8:00 – 11:00 a.m. **Generating the CADR Using *RW* CAREWare Version 3.5**
John Milberg
Office of Science and Epidemiology
HRSA – HIV/AIDS Bureau

Introduction

- Overview of CAREWare
- Data Collection Using CAREWare

Tracking Agency and Client Level Data

- Agency Level Information
- Client Level Data: Locating Critical Fields in CAREWare
- Criteria for Selecting Clients for CADR Sections
- Counseling and Testing Data
- Selecting Titles III and IV Clients

Break

Producing, Verifying, and Submitting the CADR

- Selecting the Proper Template
- Handling Missing Data
- Viewing the CADR and Downloading the File
- Submitting the CADR Electronically

11:00 a.m. – noon Staff from the HAB Support Team will be available to answer questions regarding data collection and specific CADR items